

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Approval to Use Travel Agents

FROM:

D/Special Support Assistant  
to the DDA

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/DDA

20 NOV  
198123 NOV  
1981*M*

2.

ADDA

11-23

*H*

3.

DDA

11-23

*J*

4.

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15.

The case made in Chief, LAD's 19 November memo warrants an exception to the use of travel agents. Recommend you now approve this request.

*REH*  
Bob

1-2/3: Note that DDO "approved" in Nov 80 - unfortunately, approval not within his authority, as stated in the attached memo. Recommend your approval since the proposal protects cover & some \$.

*Jot*

# ROUTING AND TRANSMITTAL SLIP

Date

11/18/81

TO: (Name, office symbol, room number, building, Agency/Post) **Approved** For Release 2003/06/26 : CIA-RDP84B00890R000800100027-2

1. C/LA/SS
2. DC/LA/B&F
3. SSA/JDA
- 4.
- 5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

STAT C/LA/SS

Two weeks ago I was visited by Kent [redacted] DC/OF/A&C, who wanted to review our exemption for the use of travel agents by [redacted] based operations officers.

Although the attached request for approval of the use of travel agents in [redacted] was approved by the DDO (A/DDO), [redacted] says the DDO does not have authority to approve this type of exception from the regulations. He stated [redacted] (copy attached) specifically states the DDA must approve exceptions to the regulations.

(over)

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

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please let me know if you would like  
the attached memorandum resubmitted to  
the DDA for approval. If so, should it  
be routed through the DDO since he has  
already approved our request?

*No*  
Ralph

SECRET

81-2431

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19 November 1981

MEMORANDUM FOR: Deputy Director for Administration  
THROUGH : Special Support Assistant to DDA  
FROM : [REDACTED]  
Chief, Support Staff, LA Division  
SUBJECT : Request for Approval to Use Travel Agents

It is requested that approval be granted to [REDACTED] personnel to use travel agents for the procurement of airline tickets for official travel. The reasons for this request are contained in the attached memorandum, which was submitted to the Deputy Director for Operations for approval. It was approved by him on 19 November 1980. We have subsequently been advised that this type of special approval should be granted by the DDA.

Att:  
As stated

APPROVED:

Administration

11-23-81  
Date

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SECRET